

## Questionnaire

### DDA EXCHANGE READER SURVEY

Each reader of this issue is requested to take a few minutes to answer the following questions. Your responses will help the Editors evaluate the acceptance and usefulness of Exchange. Please fold the completed survey form and staple it so the address on the reverse side shows, then forward it through internal mail. Survey responses should be mailed by 30 November 1980. Results of the survey will be included in a future issue of Exchange.

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Please circle the letter corresponding to the most appropriate answer.

1. How much of Exchange do you normally read?
  - a) All articles
  - b) Most articles
  - c) An article or two
  - d) Usually don't read it
2. To what degree has Exchange increased your understanding of the Directorate?
  - a) Very high
  - b) High
  - c) Moderate
  - d) Low
3. How do you rate Exchange as a source of information?
  - a) Excellent
  - b) Good
  - c) Poor
  - d) Very poor
4. What is your opinion of the general quality of Exchange?  
(writing style, readability, conveyance of message)
  - a) Very high
  - b) High
  - c) Low
  - d) Very low
- ◆5. What is your opinion of the theme approach versus the standard Exchange format?
  - a) prefer theme
  - b) prefer standard format
  - c) prefer a mixture
  - d) no opinion

6. What is your opinion of this particular theme publication, DDA in the 1990s?

a) strongly like b) like c) no opinion  
d) dislike e) strongly dislike

*Would re-number the responses here*

7. What topics or subject areas do you suggest for future publication?

\_\_\_\_\_  
\_\_\_\_\_

8. What subject areas do you suggest for future theme publications?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Please add any comment or suggestion pertaining to the publication of Exchange.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Please check one item in each of the following categories:

Your grade: GS-14 or above \_\_\_\_ GS-10 thru 13 \_\_\_\_

GS-9 or below \_\_\_\_

Office of Assignment: OC \_\_\_\_ ODP \_\_\_\_ OF \_\_\_\_ OL \_\_\_\_ OMS \_\_\_\_ OP \_\_\_\_ OS \_\_\_\_  
OTE \_\_\_\_ O/DDA \_\_\_\_ Other \_\_\_\_

(PLEASE FORWARD COMPLETED RESPONSES BEFORE 30 NOVEMBER 1980)

## ROUTING AND RECORD SHEET

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SUBJECT: (Optional) <u>October Issue - DDA Exchange Magazine</u>				
FROM: <u>[REDACTED]</u> <u>Assistant Editor, DDA Exchange</u>		EXTENSION	NO. <u>JOB NO. 207-27-80</u>	STATINTL
[REDACTED]		[REDACTED]	DATE <u>12 NOV 1980</u>	
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED		
1. Receiving P&PD/OL Attn: Layout			Returned herewith is the dylux of the subject magazine. Everything seems fine with the exception of Einstein's picture in r-h col of page 1.	
2.				
3.			Inasmuch as the desired effect of the background universe has been deleted, two ways to correct this would be:	
4.			1) either crop the picture differently, or	
5.			2) reduce in order to allow background on the original to show.	
6.				
7.			We do not need to see it after the c [REDACTED]	
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

TO: (Name, office symbol, room number, building, Agency/Post) **DXS Green** Initials Date

1. [Redacted] **OMS**

2. [Redacted]

3. *[Signature]*

4. [Redacted]

5. [Redacted]

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*DDA Exchange Questionnaire is discussed. Could you please call after review? Questions which are "dotted" are new additions. Others were in the original survey.*

*Carol, I make one minor suggestion on item 6.*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post) **Carol S** [Redacted] o.—Bldg.